

## APPROVED OCTOBER 28, 2009

At 7:15 PM Vice Chairman Andy Kohlhofer called the meeting to order. Budget Committee members present were Michael Nygren, Pat Martel, Laurie Allore, School Board member Peg Pinkham, also present were Town Administrator Heidi Carlson, Police Chief Neal Janvrin and Recording Secretary Jeanne Nygren.

A motion to approve the minutes of the October 14, 2009 meeting as amended was made by Martel. This was seconded by Pinkham. The vote was 5-0.

In reference to the article on the tax cap Pinkham said this is informational and if anyone wants a copy she will send it to them.

**4210-POLICE DEPARTMENT****OFFICE 1-4210-100****CLERICAL 1-4210-101 \$27,352**

52 Weeks X 40 Hours X \$13.15 per Hour = \$27,352

As the Town and Police Department grow, so does the workload of the office staff. Starting in 2006 the clerical position became 40 hours per week. This person is responsible for answering the telephone, greeting people that come to the Safety Complex, maintaining the record system, the preparation of all arrest jackets for court prosecution, the tracking of all citations and dispositions, payroll, and accounts payable. We also identified a need for all of the Safety Complex telephones to be answered during the day. This was accomplished with a telephone system up-grade; every department's telephone can be answered in her office. The increase in this line is due to a 3 % COLA.

**TELEPHONE 1-4210-103 \$3,840**

At this time the Fremont Police Department has four telephone lines. The first is 895-2229. This is the line the general public uses to reach the Police Department during business hours. This line is call forwarded to Rockingham Dispatch when the office is not manned. The second line is 895-3425. This is a business line usually used for out-going calls. The third line is 895-1116 and it is the SECURE fax line. The fourth line was used for the computer system before Comcast Internet was installed. It has been converted to a business line. The telephone bill for the Police Department is approximately \$320.00 a month. This increase over last year is due to a higher rate with the change in vendors from Verizon to Fair Point.

**POSTAGE 1-4210-105 \$400**

This has been a constant budget figure and is the same as past years

**SUPPLIES 1-4210-107 \$2,000**

In 2008 the amount budgeted for this line was \$2,000. This averages out at \$166 per month. At the present rate this will go through the end of the year. I do not anticipate an increase in spending for 2010. I did not increase this line.

**INTERNET SERVICE 1-4210-108 \$1,284**

In 2005 we installed Comcast Internet at the Safety Complex. The Police Department network is set up and is capable and allows the other departments within the building to connect to the service. This avoids any duplication of service and cost.

**PRINTING 1-4210-109 \$650**

This line item has saved many hours of labor, and we are not putting a burden on the copy machine that is not designed or intended to do the volume we do. This line is also used if we need to publish items in a newspaper.

**EQUIPMENT****1-4210-111****\$5,708**

This line is used to maintain and buy office equipment as needed. It also is used to pay the monthly lease of our copy machine. With the help of a Federal JAG Grant in 2009 we upgraded the backup system, added a workstation in the squad room. We now maintain a seven-station computer network with a double dual hard drive mirrored server. In a perfect world nothing would break down or need service but that is not the case. We use Richard Corriveau to maintain and service the network. In 2009 we had to replace a workstation and two monitors.

Computer System Tech Support 36 hrs. X \$80.00 =	\$2,880
Rental of a copy machine 12 months @ \$177.31=	\$2,128
Miscellaneous repairs and replace	\$700

**COMPUTER (software)****1-4210-113****\$5,835**

The Fremont Police Department uses Information Management Corporation's (IMC) public safety software. We utilize the administrative, dispatch, records, vehicle maintenance and digital imaging modules. The system was upgraded to a windows based version that allowed all of the workstations to be on-line at the same time. We have added computers in each cruiser. We use a virus and firewall protection named "TREND" it is installed on each of the computers, the server and the units in the cruisers. The annual licensing fees are included in this budget.

IMC annual maintenance fee	\$5,220.00
Trend virus and firewall protection	\$477.00
Network Solutions (Web Page)	\$137.50

**TRAINING****1-4210-200****FIREARMS TRAINING****SALARIES****1-4210-201****\$3,373**

At this time the Fremont Police Department consists of 12 Officers. To arrive at a cost per hour for training I have added each officer's wage per hour and it totals \$210.79. This includes time and a half for the full time officers the training is excess of their 40 hour workweek. This does not include the hourly rate for the Chief. (Salaried position)

**FIREARMS (MANDATORY)**

Police Standards and Training requires that each officer complete a 4-hour classroom session and at least a 4-hour session at the range to maintain his or her certification. There also has been a recent court decision that shifts the burden to us.

McLelland v. Facticeau: Lack of budget is not an excuse for lack of training.

Sager v. Woodland Park: If training is inadequate, burden shifts to provider of the training.

Pow Pow v. Margate: Training must be realistic. It must include dim light and moving target scenarios.

Young v. City of Killeen and Anderson v. City of Pocatello. Both involve cities having to defend their training as adequate when an officer stepped outside the guidelines under which they were trained.

Due to the court decisions, with the 1999 budget, I increased the hours of training to 16 per officer. This includes the 4-hour classroom, and a 4-hour qualifying that is required by Police Standards and Training Council. I added a 4-hour night session. A police officer does not only work in daylight conditions, and for his/her safety and the safety of the general public, s/he should be trained to use his/her service weapon at night in less than ideal light conditions. I also added a 4-hour tactical session. This will be a stress course with moving targets. This adds an additional 8 hours for each officer and the instructor. It also requires the purchase of more ammunition and targets. We are fortunate to have an in-house Fire Arms Instructor in Sergeant Larochelle. Wages budgeted at 16 hours per officer x 11 officers x \$ 210.79.

**FIREARMS SUPPLIES                      1-4210-202    \$2,500**

This line is used to purchase ammunition and targets.

**IN-SERVICE TRAINING**

**SALARIES    1-4210-203    \$5,059**

Police Standards and Training requires that each officer complete 8 hours of in-service training each year. Firearms defense tactics and first aid training do not qualify as in-service training. This is 45 minutes per month. I do not think this is adequate. I have increased the in-service training to 2 hours per month, for a total of 24 hours per year. I also supply each officer with an updated Criminal Code and Motor Vehicle book each year; they are purchased through the State of New Hampshire at a bulk rate. There is also an expense for training aids. Wages budgeted at 24 hours per officer x 11 officers x \$210.79.

**SUPPLIES    1-4210-204    \$500.00**

This line is used to purchase reference books and training aids

**FIRST AID    1-4210-205    \$843**

There have been many times when the duty officer is the first to arrive at a medical emergency and is the only Fremont Rescue member at the scene. At this time, all of the Fremont police officers are CPR & AED trained. In 2010 I have budgeted for 4 hours of in-service training for each officer. 4 hours per officer x 11 officers x \$210.79.

**NEW OFFICER    1-4210-207    \$4,333**

Over the years we have experienced a drastic turn over in officers. The recruitment standards for the Fremont Police Department are high. When we hire a new officer s/he has to pass a written exam, a physical agility test and has to go before an oral board. Once s/he completes and passes this process a complete back ground check is performed and we require a new officer to sign a two-year contract before they are hired. Once an officer is hired the training begins. It has become a budget issue with the cost of training and the required academies.

To become certified s/he will have to attend the NH Police Standards Training Academy. The part time officer's academy is now 200 hours. The full time officer's academy is now 14 weeks; both academies require travel to Concord. A new officer is also required to complete an in-house field-training program. S/he is then teamed with a certified field-training officer for 120 hours. The officer is paid for the training time.

I have budgeted to hire one part time officer, to include 120 hours of field training and 200 hours at the Police Standards Training Council part-time academy.

In House field training	120 hrs, X \$13.54
P.S.T.C. Part time academy	200 hrs. X \$13.54

**RANGE** **1-4210-209** **\$500**

A major problem for all police departments is the lack of a suitable area for firearms training. At this time the Fremont Police Department has established a range on Town owned property on Danville Road. This line is used for the up-keep of the range.

**PHYSICAL FITNESS** **1-4210-211** **\$0**

The town has not funded this line. Physical agility testing is now a requirement by P.S.T.C. and NH RSA. There will come a time when we will have to address this issue. It is becoming an issue with a number of departments and the unions.

**SALARIES** **1-4210-300**

**PATROL** **1-4210-301** **\$231,865**

The Fremont Police Department maintains a twenty-four hour patrol schedule seven days a week. This was done gradually starting in 1989 when I became Chief. At this time the Town of Fremont employs 12 officers. This includes the Chief, three full-time officers, and eight part time officers. A full staff would be 13 officers, an additional full time officer.

There are times when there should be a second car on patrol. With the expanding population and the new geographic lay out of the town, our calls for service and response times are increasing.

Starting in 2003 the Town of Fremont adopted a pay plan that allowed for cost of living and merit-raises. I have budgeted for a cost of living increase.

**PATROL** **FULL TIME COVERAGE**

Janvrin	52 WKS X 34 HRS = 1768 HRS X \$28.12 =	\$49,716.16
Larochelle	52 WKS X 40 HRS = 2080 HRS X \$21.47 =	\$44,657.60
Whitman	52 WKS X 40 HRS = 2080 HRS X \$18.99 =	\$39,499.20
Huard	52 WKS X 40 HRS = 2080 HRS X \$18.08 =	\$37,606.40
New Officer	52 WKS X 40 HRS = 2080 HRS X \$17.55 =	\$36,504.00
Holiday Pay		\$6,087.20

**PATROL** **PART TIME COVERAGE**

PATROL	52 WKS X 2 DAYS = 832 HRS X \$14.35 =	\$11,939.20
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**VACATION**

Janvrin	3 WKS X 2 DAYS = 48 HRS X 14.35 =	\$688.80
Larochelle	3 WKS X 5 DAYS = 120 HRS X 14.35 =	\$1,722.00
Whitman	2 WKS X 5 DAYS = 80 HRS X 14.35 =	\$1,148.00
Huard	2 WKS X 5 DAYS = 80 HRS X 14.35 =	\$1,148.00
New Ofcr	2 WKS X 5 DAYS = 80 HRS X 14.35 =	\$1,148.00

**CALL OUT** **1-4210-303** **\$3,000**

There are many times when a second officer is needed. A domestic disturbance (two-officer policy), at a traffic accident, when a female is arrested, unruly subjects, multiple arrests, are just a few of the incidents requiring a second officer. There has also been an increased demand for a police officer at school dances,

recreation activities, public meetings, and specialized patrols, which I feel, are Town functions and I put the majority of them through my budget. This is the same amount that I budgeted in 2009

**OHRV** **1-4210-305** **\$0**

The Town does not fund this line item at this time. Our OHRV patrols have resulted in a substantial decrease in the number of OHRV complaints received. The State of NH has cut the funding back for the OHRV patrol. If the Town wants to continue the patrol, this line will have to be added in the future

**INVESTIGATIONS** **1-4210-307** **\$39,237**

The patrol officer does not have the necessary time to follow up major cases. His/her first responsibility is answering calls. There are times when a follow up requires travel to another jurisdiction, or an uninterrupted interview with victims, witnesses or suspects. The Detective is responsible for the processing of all major crime scenes; this includes fingerprints, photographs, the identification and collection of all evidence, and the completion of all paperwork to be submitted to the Rockingham County Attorney's Office. The volume of work that is required could easily justify a full time position. Starting in 2008, I budgeted for 40 hours per week. A patrol officer that has been assigned to this division staffs the extra hours.

Bassett 52 WKS X 24 HRS = 1248 X 22.00 = \$27,456.00  
Officer 52 WKS X 16 HRS = 832 X 14.16 = \$11,781.12

**MILEAGE** **1-4210-309** **\$0**

The Town does not fund this line item at this time.

**PROSECUTION** **1-4210-311** **\$12,420**

Due to the increase in our workload I find we are spending more time in court and preparing for court. This field is getting so complex we have hired a lawyer to do the Department's prosecution. She is responsible for all District Court arraignments, trials, ALS Hearings, and all juvenile court matters. This includes case preparation, subpoenas, and answering all motions filed by defense attorneys. We now have signed a contract with the Rockingham County Attorney's Office to handle this.

**DETAILS** **1-4211-307** **\$43,500**

This was a new line in my 1995 budget. This was done to bring the Town within the Department of Revenue Administration's guidelines. The money in this line is not raised by taxes; it is raised and is offset by revenues.

**WITNESS PAY** **1-4211-309** **\$1,500**

This line allows the Town to receive monies from the courts and like the detail line it brings the Town within the Department of Revenue Administration's guidelines. The money in this line is not raised by taxes; it is raised and is offset by revenues.

**EQUIPMENT** **1-4210-400**

**UNIFORMS & SAFETY** **1-4210-401** **\$6,600**

This line is used to replace and update the uniforms. We now issue a summer, winter, and utility uniform. (Including boots and rain gear.) The safety vests have a five-year life, and I have budgeted to replace one of them this year. I have also budgeted to outfit one new officer. This is the same amount as the 2009 budget.

**COMMUNICATION                      1-4210-403                      \$1,912**

This line is used to re-certify the four radar units used by the department. It is also used to pay for any repairs to our communication system. In 2008 we started a program of paying a \$25.00 per month stipend for the cell phones used by the three supervisors. We also rent a pager from Arch Wireless;

Pagers – 1 unit@ \$123.96 per year	\$125.00	
Radio replacement and repairs =	\$500.00	
Radar certification every year =	\$387.00	
Cell phones stipend =	\$900.00	(3 at \$300/annual reimb)

**REPLACEMENT                      1-4210-405                      \$500**

This line is used to replace or upgrade any damaged or out dated equipment that has not been budgeted for. This is the same amount as the 2009 budget

**FIRST AID                              1-4210-407                              \$500**

At this time we have four fully equipped jump kits that are used by the officers when they respond to a medical emergency. It is time to replace the batteries in one of the defibrillators that each cruiser is equipped with. This line is used to purchase the necessary equipment to maintain the kits and defibrillators.

**INVESTIGATION                      1-4210-409                      \$1,000**

This is used to purchase the specialized equipment that is used to process a crime scene. This is the same amount as the 2009 budget.

**OHRV                                      1-4210-411                                      \$250**

We have established a very aggressive OHRV patrol. This line is used to maintain and replace the equipment used by the officers doing the patrol. This is the same amount as the 2009 budget

**FUEL                                      1-4210-500****PATROL PRIMARY                      1-4210-501                      \$9,145**

This is the primary patrol cruiser. This is the newest vehicle in the fleet.

**PATROL BACK UP                      1-4210-503                      \$2,750**

This is a second marked unit that is used to keep the mileage down in the primary patrol vehicle. It is also a replacement for the primary vehicle in the event of a break down or maintenance.

**UTILITY                                      1-4210-505                                      \$825**

This is a 4-wheel drive Ford Expedition, which is used for off-road, patrols, when traveling becomes difficult due to weather conditions, and is also used for details.

**UNMARKED                              1-4210-507                              \$1,500**

This is a cruiser that has been unmarked it is primarily used by the Chief and is used for travel back and forth to training, court, meetings, and for special patrols.

<b>DARE CAR</b>	<b>1-4210-508</b>	<b>\$415</b>
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This vehicle was donated to the Fremont Police Department. The work on the vehicle and all of the equipment was provided with out any cost to the taxpayers. This vehicle is a 4 cylinder Honda and we also use it for trips to Concord back and forth to school and in-service training done at Police Standards and Training.

<b>OHRV</b>	<b>1-4210-509</b>	<b>\$415</b>
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The department maintains two 2004 Yamaha Grizzlies that are used for the O.H.R.V. patrol. When the details are running this is a 16-hour per week schedule.

<b>ALL OTHER</b>	<b>1-4210-511</b>	<b>\$75</b>
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Fuel for the portable generators, lawn mowers and snow blower is purchased through this account.

When a vehicle is requested for a detail, including the OHRV patrol, the person or company requesting the detail reimburses the cost of the fuel to the Town. This is done by a fixed rate in the billing procedure. We purchase our fuel from Difeo Oil, in Brentwood. We have a tax-exempt account. I do not have to budget for the full cost of a gallon of gas. I have limited patrol to an average of 60 miles per shift. This does not include the OHRV patrols, the speed enforcement patrols; travel to and from training meetings, or court. The June 30, 2009 price for unleaded was \$2.20 per gallon. I do not see the price per gallon going any lower if any thing it will increase. I have budgeted for \$2.75 per gallon

**MAINTENANCE 1-4210-600**

<b>PATROL PRIMARY</b>	<b>1-4210-601</b>	<b>\$2,500</b>
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This is the primary patrol cruiser. This is the newest vehicle in the fleet.

<b>PATROL BACK UP</b>	<b>1-4210-603</b>	<b>\$1,000</b>
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This is a second marked unit that is used to keep the mileage down in the primary patrol vehicle. It is also a replacement for the primary vehicle in the event of a break down or maintenance.

<b>UTILITY</b>	<b>1-4210-605</b>	<b>\$500</b>
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This is a 4-wheel drive Ford Expedition, which is used for off-road, patrols, when traveling becomes difficult due to weather conditions, and is also used for details

**UNMARKED**                      **1-4210-607**                      **\$1,000**

This is a cruiser that has been unmarked it is primarily used by the Chief and is used for travel back and forth to training, court, meetings, and for special patrols.

<b>DARE CAR</b>	<b>1-4210-609</b>	<b>\$250</b>
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This vehicle was donated to the Fremont Police Department. The work on the vehicle and all of the equipment was provided with out any cost to the taxpayers. This vehicle is a 4 cylinder Honda and we also use it for trips to Concord back and forth to school and in-service training done at Police Standards and Training.

<b>OHRV UNIT #7</b>	<b>1-4210-611</b>	<b>\$600</b>
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**OHRV UNIT #8**                      **1-4210-613**                      **\$600**

The Department maintains two 2004 Yamaha Grizzlies that are used for the OHRV patrol. When the details are running, this is a 16-hour per week schedule

**ALL OTHER & LABOR**            **1-4210-615**                      **\$3,000**

This account is used for general repairs, routine maintenance and tire purchase. I have added a labor line. The cruiser maintenance has been the responsibility of the Lieutenant and was done as part of his full time duties. The Lieutenant's position is no longer full time, this duty will add 4 hours per week to the payroll.

## **REVENUES**

DETAILS	\$43,500
COURT REIMBURSEMENT	\$1,500
TOTAL REVENUES	\$45,000
2010 PROPOSED BUDGET	\$431,036
TOTAL REVENUES	\$45,000
TO BE RAISED BY TAXES	\$386,036

Police Chief Neal Janvrin presented the Police Department Budget. Carlson said Janvrin has some follow up to do with the Selectmen with regard to the Board's recommendation. Kohlhofer asked if there were any questions from the Committee. Pinkham asked Janvrin what is the difference between the Chief's figures and the Selectmen recommendation and also the rationale.

Janvrin hasn't spoken to the Selectmen about their recommendation and he went onto discuss the full time police officer he is losing next year, going on active duty and plans to replace him. Janvrin went on to tell the Committee about the training involved and time to have a replacement in place prior to April 12<sup>th</sup> due to the next full time Academy Program. Janvrin said when he is paying someone while he is in 19 weeks of training; he then has a double payroll, the trainee and the full time officer.

Another problem is that Janvrin is 95% sure at the end of the year he is losing a part time officer so he will need to replace another person. To train a part time officer there are 200 hours part time academy, plus 200 hours inservice training, plus firearms training. If this is cut to bare minimum he needs to talk to the Selectmen further. He still has to run a 24/7 operation. He thought maybe on call time could be used. First of all they have to be paid for on cal and except for two officers, all the rest live out of Town. On call out they cannot respond with their own vehicles by department policy. By the time they get to Town the emergency would probably be over. On call he said is costly as they have to be paid at a premium. Kohlhofer asked what the pay rate was. Janvrin said probably time and a half for a full time plus a premium. Kohlhofer thought it might be so much per call as a stipend.

Nygren felt this is more a problem for the Selectmen's recommendation and not the Budget Committee. He asked what areas the Committee could discuss tonight where there are probably not going to be changes.

4210-201-Janvrin proposed a 3% raise for all his people, knowing that there is sentiment for and against this. He passed out a letter for the Committee members to read regarding training and cost involved in hiring.



Pinkham asked when he advertises for positions in Town, does he normally get seasoned or already trained people. She looked at surrounding communities and their salaries and she was shocked. They are bringing in entry level at \$44,000 to \$45,000. Janvrin said that for towns 10,000 population and above, that is typical. Janvrin said for a smaller town like Fremont, we hire them, train them and give them street duty and then they go to other communities. Nygren asked about the signing of a 2 year contract and asked is this 2 years from the time of their hire or the end of their training. It might be more logical to have the 2 year period start from the time after they are trained. Janvrin thought if the Selectmen want him to change this, he could. The other side of the coin, someone 2 years down the road wants to leave and you would not let him, he could not be an asset for the Town. Nygren understands this.

Janvrin started to go through his budget line by line. 4210-101-Clerical wages up 3% as Janvrin thinks this is best for his Department and the Town. 4210-103-The telephone line has gone up since we went to Fairpoint. Pinkham asked about Comcast and is there a reduction. She also asked is there a backup line if the internet goes down. Janvrin said with Comcast if the power is lost you lose phones and internet. Phone jacks are installed that will take analog phones in order to have phone service in these cases. There is also an automatic emergency generator at the Complex.

Carlson asked would this still work if we switch to Comcast. Martel said she has the digital Comcast telephone and it is hardwired and she doesn't pay Fairpoint or Verizon. She still has phones if the power goes out. Carlson said that Comcast phones traditionally don't work without power.

4210-105-The postage line has stayed the same 4210-107-The office supplies kept the same 4210-108-Internet service is provided for the whole building which is easier for bookkeeping to have one bill. The Fire Department and Emergency Management hook into his hub 4210-109 The printing line they recently had to print parking tickets and more statement forms as this is coming into effect and, he will be using this money in this line. Kohlhofer asked about the traffic tickets and does the town get this money. Janvrin said the Town gets all the revenue on this. Carlson said yes, but it isn't a lot of money. The winter parking ban starts after November 15 from midnight you can't park in any right of way in Town.

Ida Keane came into the meeting at 7:45 PM.

4210-111-In the equipment line Janvrin decided on the copy machine to rent versus buying because in 3 years they are worn out and this also covers the maintenance. For computer tech support he allotted 3 hours a month. Allore asked about the difference in what he requests this year as opposed to what he spent last year. Janvrin said he purchased a new server backup system last year and that is why it was higher. Nygren asked if this covers all his agreements. Janvrin said no it covers computer software, copy machine and repairs/replace. Nygren thought maybe this should be changed to equipment and repairs so you know that repairs or support is in this line.

4210-113-On the Computer Software line this figure has changed as the IMC annual maintenance fee was \$5220 and the new quote is \$5675. Janvrin just got this figure in writing and he is looking for the additional money in this line. He will discuss this change with the Selectmen.

Nygren asked what Janvrin does when the secretary is out or on vacation. Janvrin said he pays the Animal Control Officer Renee King and sometimes she does this job. King can't work a full day but can come in for 4 or 5 hours and he pays her out of Animal Control as she does computer work while she is covering. Allore asked did they ever need a backup. Nygren asked if all the 911 calls go through to Rockingham Dispatch. Janvrin said all 911 does, but the 2229 line is used often if there is an emergency, and Wheaton then has to call Rockingham. At nighttime the 2229 line is call forwarded to Rockingham Dispatch.

4210-200-The training line Kohlhofer remarked that training is only half spent. Janvrin said this Saturday they are going out to qualify for recertification. Nygren said in 2008 less than half of what was allocated had been spent. Janvrin said that firearm training got delayed and there is a problem with ammunition. He has a

check for a drop shipment for ammunition that was ordered last April as they can't get ammunition because it is all going to Iraq. A lot of his three vendors have had trouble with the supply of ammunition.

Allore asked if this cuts down on the training. Janvrin tries to schedule three or four hour active field training sessions and they had to use paint ball, instead of live rounds. Pinkham asked Janvrin if he would be open to getting a couple of business cards on someone who may be able to supply ammunition and she will pass this on to Janvrin. Pinkham asked what is recommended in training. Janvrin said the requirement is one 4 hour firearm qualification and one 4 hour firearm classroom training class. They also recommend a stress shoot and a night shoot which is additional. He budgets for 16 hours of training, 4 hour classroom and 12 hours at the range. Martel asked why the Selectmen dropped \$77.00 in their figure. Janvrin said this is the 3% they took out.

4210-202-On the Firearm Supplies Janvrin said that after Saturday's firearms class there is going to be work done at the fire arm range and that he will be using the remainder of this money.

4210-203-The In-service Training line includes 12 hours a year per officer Selectmen recommend, Janvrin budgets for 24 hours a year per officer. The Selectmen cut this to 12 hours a person per year verses 24 that Janvrin budgets for and they also cut out the 3%. Janvrin hasn't met with the Selectmen since they made their cuts. Nygren asked if some of the in-house training could be done by an hour a day. Kohlhofer said the State requires 45 minute training per month, or 8 hours per officer annually. Janvrin said this is not enough training. Nygren asked is some of this training to be done on a day and by using one hour out of the work schedule for this training, taking one hour off of street duty. Janvrin said they can't as they have to schedule trainers to come in. Nygren wasn't talking on instructors from outside coming in he was thinking more of the in house training and maybe this may be a possibility, or another way to accomplish this training.

Selectmen Gates came into the meeting at 8:00 PM. Gates was asked about the in service training reduction the Selectmen recommended by \$2500. Gates said the State only required 8 hours of training and this was their reasoning. Pinkham asked what surrounding communities do versus State recommendations. Janvrin said most have department meetings which are trained for 2 hours a month, for a total of 24 hours a year. Kohlhofer asked about the officer trained full time in another Town and then gets training in Fremont and questioned if we are training people twice. Janvrin said this is only one officer and he can't be sure what training he has had at his Town. Allore feels this is a huge drastic decrease in training and she doesn't feel comfortable with the Selectmen's recommendation. Gates said that the Police Standard is that 8 hours is the requirement, and what can the taxpayers bear.

Nygren asked about inservice training and new officer training. The new officer training is provided by a Fremont training officer on the street. Nygren asked if any part time expressed an interest in being full time. Janvrin said no.

4210-205-The First Aid line to keep certified in CPR and oxygen training is 4 hours per officer, times 11 officers at \$210.79 per hour on average.

4210-207 New officer line was discussed. Part time is built into this line. There is a typing error both in house field training and PSTC part time academy should both be 200 hours. Part time is the Town's program and not the State requirement. This line total has to be adjusted.

4210-209-Firearm range line is down this year. Right now the bottom of the range is going to be redone at the end of this year.

Salary line is not being discussed tonight until he talks with the Selectmen again. Nygren asked if he expects to use this money. Janvrin said with a full timer leaving and part timer leaving then he has to hire 2 people. This puts a strain on the training budget and until the part timer is replaced this is going to cause an overtime issue as the rest of the part time officers are pretty stretched out. Kohlhofer said if we weren't able to

provide 24/7 coverage, how would the gap be filled. Janvrin said by using call out. The Sheriff Department after 10PM doesn't have a Deputy on. Troop A covers both Strafford and Rockingham Counties. There is mutual aid for Towns but only works when an officer calls for help but he/she needs to be at the scene first to request the mutual aid and as far as outside coverage, on call is not cheap. We are at the point Janvrin feels their needs to be 2 cruisers on the road for 3 nights a week of coverage.

Gates doesn't disagree personally with anything Janvrin is requesting but you need to find the balance. You can't rely on State Police to respond to our community. He said that Manchester went to a residency requirement and maybe we need see if people are interested inside our community and not look so far outside our geographic area. He feels this would be a great part time job. Allore feels that Fremont is a larger Town than some of the surrounding Towns and some of them have more patrols on and she feels that is the problem with this Town. She feels crime is definitely on the rise and some things you can't cut back on. She feels crime is on the rise due to the economy. Gates feels very seldom do you come across a crime while it is happening. Janvrin said he feels they deter a lot of their crimes with their pro active patrol. In OHRV patrol we lost much of the State funding, they were writing 18 to 20 summonses a day. Now this has become family time and on these trails and they only write 2 or 3 summons. He gets 15 to 20 speed complaints a week. Janvrin would divide the town in half if he had 2 cars for patrol, a North and South car. Janvrin said there were 4 rapes, 9 burglaries, 30 to 40 thefts, 40 domestics; unfortunately he doesn't have a medium to let the public know what is going on. Nygren asked about the website. This may not be the best source but at least it is out there. Janvrin is working on the Police Department website.

4210-301-Patrol wages-this line includes the 3% increase. Nygren asked how many positions full time and part time are you talking. Janvrin said 13 people. Pinkham asked if the State had set COLA. Gates said there is not going to be COLA in Social Security for the next year. Keane said they are still going to give \$250.00 stimulus to each person on Social Security.

Janvrin said for logistic reasons the fourth officer wasn't replaced at this time. Nygren asked if his figure would be through the end of year 2011. Allore asked when Larochelle is gone for a year does Janvrin want to replace him with a full time officer and then keep that officer when Larochelle comes back. She asked if you can fill this position with part timers. Janvrin said it takes 3 part timers to work a 40 hour shift per week and there is a difference in the number of hours they can work. They can work 25 hours a week roughly. Most part timers have full time jobs and their availability is very limited. After 1300 hours they have to become full time certified by Law. Gates said the Police Standard training now is out of control that it creates a lot of jobs for people. Kohlhofer asked how much this has increased over the past few years. Janvrin said the physical agility requirement is put in now and every 3 years they have to pass this test for recertification. Kohlhofer asked how long has that rule been in? Gates said probably 3 years, Janvrin felt it was a little longer and he went into what is required. Janvrin said Unions are now saying if you make us do this you have to pay for the training and give us someplace to do this. Gates doesn't agree with this. He feels if you want to be a police officer you need to keep yourself fit.

Nygren asked about the Union. Janvrin said we have a Union in place and they are in contract negotiations; with the Teamsters. Nygren asked how many employees you have to have in Union and asked if you have 10 full timers Janvrin said no that part-timers count also. Nygren thought part-timers were excluded. Gates said that they don't think so. Carlson said by the statute they were not. Nygren understands that not by the statute, but asked they are not full time or part time do they have to get appointed every year. Carlson said yes. Nygren said that therefore excludes them from being part of. Carlson said not according the NH Public Employees Labor Relations Board who certified the Union. For more he would have to talk to them about that. Nygren understands that but feels this is a position the Town should take. Carlson said this is a legal matter and she would not discuss it further.

4210-311-Prosecution \$12,840. this is up \$35.00 a month under the new contract.

4210-401-Uniform and safety-Nygren asked how much is safety equipment as opposed to uniform equipment. Janvrin said the safety is the vest with a 5 year turn around, he tries to replace 2 a year at

\$600.00 each. This year with a new hire he has an extra vest to purchase leaving a \$5400. balance. Janvrin said this outfits a new man this year. Janvrin said usually at least 2 men are outfitted a year. Nygren asked what a full time outfit costs. Janvrin said \$1700.00. \$3700 is left for other people for replacement. Janvrin said the Union wants for a lump sum check per year given to them for their uniforms. Kohlhofer asked when the contract goes into affect. Gates feels it won't go into effect until next year. Kohlhofer said that this contract has to be approved at a Town meeting.

4210-403-Communications. Janvrin reviewed this line and Gates felt that maybe putting a cell phone in the cruiser might be worth looking into.

4210-407-First aid-Janvrin said he had been asked questions about using the Fire Rescue Squad supplies. Gates feels it would make sense to use the same equipment. Carlson said every time you go to buy a defibrillator you can't replace with the same thing. Pinkham asked is there rental or leasing of this equipment that you get automatic updates and replace the equipment. Janvrin said he does get com consumables from the Fire Rescue Department.

4210-409-Investigation equipment-they have a complete crime scene kit.

4210-411-OHRV-this maintains equipment used while doing patrol.

4210-500-Fuel all the lines are down as the price of fuel is down from what was budgeted last year. All the fuel is purchased at Difeo. It is State and Federal tax except, each car has a key with a 4 digit code at the pumps. He is figuring \$2.75 a gallon. He tries to limit the miles per shift. Allore asked how he does this. Janvrin tells them not to go over 60 miles a shift, which is 180 miles a day. Last month the front line car needed \$1000 in repairs. Kohlhofer thought they may consider purchasing 6 cylinder vehicles.

Janvrin said other departments have done this, but have had a lot of problems with motors and transmissions.

4210-600-Maintenance line has stayed the same but if they can't purchase a new cruiser that might change. The vehicle mileage is 107,000 for the front line vehicle, back up vehicle is 134,000, and the unmarked has 147,000 miles on it. Janvrin didn't know if some of these cars were going to go another year. Kohlhofer asked can we change the Warrant Article to purchase the vehicles or repair the existing vehicles. Carlson said no, an outright purchase has to come out of Capitol Reserve. Janvrin said in the past the turn around the way they usually did was every other year they purchased a cruiser. Gates said with the vote last year, they fell out of the cycle. Janvrin used Brentwood as an example and stated that they were up to 5 cruisers and every year they buy one and get rid of one. Nygren said they are a rich town that has \$100,000,000. more taxable base than Fremont just in real estate. If we have that tax base put into Fremont we wouldn't have budget cuts, we would be hiring people and purchasing. Nygren said we don't have what Raymond, Epping and what these other Town's have. We don't have the tax base

other than yours and my houses. It is nice to talk about these Towns but they don't pass it on to the taxpayers. Janvrin also compared to Chester and Sandown and they are the same size we are. Allore commented that it has to come to the point where you want to have the Town build and understands the Town is hurting economically but you need to start getting out of this. Other small towns around Fremont don't seem to be hurting as bad and are not cutting as much, they are growing, and people are paying their taxes. Allore continued if you keep cutting in Fremont there is nothing to want to come into this Town and why would someone from another Town want to live here? Nygren said last year was the first time the Town has said no to anything. Allore feels if we don't want anything any more that other Towns around us are growing and we are withering away. She said some people from Mass move here, they are looking for certain things in the Town, not for big businesses. They look for what the Town has to offer, the Fire Department, the Police Department, a good school system and Fremont has to start to boost itself up to this. Nygren is not disagreeing with her about this. Kohlhofer said there is a reason why people are voting against this. People have called Kohlhofer saying that they have to sell their house because they can't afford to live here. What do you tell them? The Budget Committee is trying to find a happy medium. Newton has

\$500,000 houses and we don't have this in Fremont, they also have businesses. Plaistow has Route 125. Some of the bigger cities are cutting like Manchester and Concord. He doesn't like saying no all the time, but how far do you go in taxes, \$30.00, \$40.00, when is enough a enough?

Janvrin commented that the people voted down business in this Town. He feels until the State finds an alternative way to fund education we are going to be in a mess. Kohlhofer didn't want to get into this. Gates said the State is having budget problems as well.

**FREMONT POLICE DEPARTMENT  
4414 ANIMAL CONTROL BUDGET**

**2010**

<b>KENNEL</b>	<b>1-4414-101</b>	<b>\$1,600</b>
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This includes any kennel supplies needed to hold animals that are picked up running at large. This (also covers an agreement with Brentwood Emergency Animal Hospital In case of needed tranquilizer supplies or animals that need medical attention during business hours.

<b>OFFICE SUPPLIES</b>	<b>1-4414-103</b>	<b>\$150</b>
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This will include supplies needed for the keeping of files and education materials provided for public education

<b>TRAINING</b>	<b>1-4414-201</b>	<b>\$650</b>
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This includes the same firearms' training that is required by Police Standards and Training for a police officer, along with the yearly New England Animal Control Humane Academy held at UNH.

<b>SALARY</b>	<b>1-4414-301</b>	<b>\$7,430</b>
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This is budgeted at 10 hours per week. As the town grows, so does the number of animal control calls? At this time there are over 960 licensed dogs in Fremont. In July each year the Animal Control Department is given a list by The Town Clerk's Office of dogs that have not been re-licensed. This year there were over 174 animals on the list. Each owner has to be contacted and brought up to compliance. This is in addition to handling any routine calls. Our Animal Control Officer has been certified as a part time police officer. This allows her to serve and process her own arrest and summons paperwork eliminating the need for a patrol officer to do it. The pay rate is adjusted to be same as a part time police officer.

<b>COMMUNICATIONS</b>	<b>1-4414-403</b>	<b>\$124</b>
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Rockingham Dispatch is our primary source of calls to the Animal Control Officer. They will page the officer instead of using a telephone. This line pays the yearly rental of a pager.

<b>EQUIPMENT</b>	<b>1-4414-405</b>	<b>\$500</b>
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This line is used to replace or repair any equipment that is lost, damaged or no longer of any use

<b>FUEL</b>	<b>1-4414-501</b>	<b>\$400</b>
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<b>MAINTENANCE</b>	<b>1-4414-601</b>	<b>\$500</b>
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In late fall 2003 the Board of Selectmen addressed one of the major problems with the Animal Control Department. Until then the officer had to transport the animals in his family vehicle. He did not have the

necessary equipment with him most of the time. It was decided to purchase a previously owned pick up truck to be used by the Animal Control Officer. This is a limited use vehicle used by any one with the authority to enforce animal control laws both State and Local. This line will be use to purchase fuel for, and maintain the vehicle

**Total Budget Request Animal Control****\$11,446**

4414-101-The Kennel fee is the change in this budget. Any Emergency is taken to Brentwood Emergency Hospital. All strays are sent to the SPCA. The yearly stipend the Town pays covers the majority of what is brought in. If there is a case with rabies quarantine, then some additional charges are incurred.

4414-201-training covers some fire arms training and a conference at UNH. Kohlhofer asked about the wages and there was no 3% change recommended. Gates asked if the Animal Control officer doing part time patrol work. Janvrin said no, she is part time certified and she is able to do warrants.

Going back to Police Department budget Nygren again asked about the month of March figure that was \$13,000 over in wages. Martel said this was in the trending report. Janvrin would probably say he did some of the projects he budgeted for but he doesn't know without looking.

Pinkham said Janvrin was going to sit with the Selectmen and then they will get back with the updated figure. Janvrin can come back and talk some more if needed.

Martel asked about the JAG grant and is this stimulus money and is any available in 2010. Janvrin said the expenditures will be completed in 2010. There were stages in this grant; the next stage is the mobile connections in computers and cars for listings. Nygren asked what the software for this will cost per year. Janvrin said this is a \$3000 module which is in the grant with all the equipment. There will be a cost for internet cards for the computer and maintenance upgrade probably \$150.00 to update the contract. He didn't have this figure in front of him tonight. Nygren said grants are good for a while but after 3 years this upkeep then becomes part of your budget. Kohlhofer said as a contract it is part of the default budget. Janvrin feels this will be a cost savings in man hours.

Janvrin was thanked by the Budget Committee and he left the meeting at 9:40 PM.

There was no other business for discussion so a motion was made to adjourn the meeting by Pinkham. This was seconded by Nygren. The vote was unanimous 6-0. The meeting adjourned at 9:45 PM

The next Budget Committee meeting is scheduled for October 28, 2009 at 7:00 PM.

Respectfully submitted,

Jeanne Nygren  
Recording Secretary